

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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July 12, 2017

**To:** LAFCo Commissioners

**From:** Martha Poyatos, Executive Officer *M. Poyatos*

**Subject:** CALAFCO 2017 Annual Conference Announcement, October 25-27, 2017, Bahia Hotel in Mission Bay, San Diego, CA

CALAFCO has announced that registration for the 2017 annual conference is now open. Attached is the conference announcement and registration form, which are also available on the CALAFCO website at [www.calafco.org](http://www.calafco.org).

The conference registration deadline is **October 6**, (early bird deadline is **August 31** to take advantage of available discounts). More details are on the CALAFCO website. The adopted LAFCo budget provides for attendance by one staff member and four Commissioners with the intent that each category of membership on the Commission (i.e., City, Special District, Public, County) will be represented. Commissioners who wish to attend should inform me at their earliest convenience so that I can submit the conference registration for all our LAFCo's participants by the **August 31** early bird deadline.

I have blocked rooms to make sure they are available and room reservations will be transferred to Commissioners who will attend. Room rates for conference attendees start at \$125 per night depending on room location and availability. Commissioners are responsible for making their own travel arrangements subject to the attached adopted travel policies.

Attachments: Conference Announcement  
Mail-in Registration Form  
Travel Policies

**COMMISSIONERS:** DON HORSLEY, CHAIR, County ▪ MIKE O'NEILL, VICE CHAIR, City ▪ JOSHUA COSGROVE, Special District ▪ ANN DRAPER, Public  
RICH GARBARINO, City ▪ JOE SHERIDAN, Special District ▪ WARREN SLOCUM, County

**ALTERNATES:** VACANT, Special District ▪ HARVEY RARBACK, City ▪ SEPI RICHARDSON, Public ▪ DAVE PINE, County

**STAFF:** MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ JEAN BROOK, COMMISSION CLERK



# Announcing The 2017 CALAFCO Annual Conference



Hosted by CALAFCO

**October 25-27, 2017**

Bahia Hotel in Mission Bay  
San Diego, CA



## Value-Added and Diverse General & Breakout Session Topics

- ▶ Branding and marketing your LAFCo - Your LAFCo story – don't let someone else tell it!\*
- ▶ Presentation of public statewide LAFCo survey results and what that means for LAFCos – where do we go from here?\*
- ▶ Long-term sustainability of local agencies
- ▶ Future funding of LAFCos
- ▶ Dealing with unincorporated islands
- ▶ Healthcare districts and LAFCos
- ▶ Commission decision making – making the tough choices
- ▶ What do Commissioners and Staff really want from each other?
- ▶ Making the right choices ethically\*
- ▶ Annual CALAFCO Legislative Update\*
- ▶ CALAFCO Annual Business Meeting\*

*Plus more!*

Note: The Program is subject to change.

\*Indicates General Session

## Special Highlights

### Mobile Workshop

We will tour the nation's largest desalination plant in Carlsbad at the San Diego Water Authority's Claude "Bud" Lewis Desalination Plant. This award winning plant delivers approx. 50 million gallons of water per day to area residents. We are also working on a tour of the adjacent Encina Power Station. A stop for lunch is also planned.

Details will be announced shortly – but register now to secure your seat!

**Wednesday from  
7:30 a.m. to 12:30 p.m.**  
(times approx..)

### LAFCo 101

An introduction to LAFCo and LAFCo law for Commissioners, Staff, and anyone interested in learning more about LAFCo

**Wednesday from  
10:00 a.m. to Noon**

**Thursday Luncheon  
Keynote**

**To Be Announced**

## Invaluable Networking Opportunities

- ▶ Regional Roundtable discussions on current regional LAFCo issues
- ▶ Roundtable discussions for LAFCo legal counsel
- ▶ Pre-dinner Reception with Sponsors Thursday
- ▶ Networking breakfasts and breaks
- ▶ Welcome Reception Wednesday
- ▶ Awards Banquet Thursday



### Bahia Hotel Mission Bay



Make your reservations now at the **Bahia Hotel** Mission Bay at the special CALAFCO rate of \$125. Special rates available 3 days pre and post-conference on availability. Reservation cutoff date is 9/22/17. Reserve your room at <http://bahiahotel.com/groups/CALAFCO/>

Visit [www.calafco.org](http://www.calafco.org) for Conference details or call us at 916-442-6536.

## Mark your calendar and plan to attend!



## Registration is now open! Visit [www.calafco.org](http://www.calafco.org)



## 2017 ANNUAL CONFERENCE OCTOBER 25-27 REGISTRATION FORM

*For Registration by Check*

To pay with credit cards please visit [www.calafco.org](http://www.calafco.org)

**REGISTRATION DEADLINE IS OCTOBER 6, 2017**

LAFCo	_____
Received	_____
Check #	_____

### CONFERENCE REGISTRATION RATES

	PAYMENT Received by August 31 <sup>st</sup>	PAYMENT Received after August 31 <sup>st</sup>	Amount Due
Member – Full Conference	\$490	\$530	
Non-member – Full Conference	\$590	\$630	
Guest/Spouse* – All Meals	\$250	\$275	
Guest/Spouse* – Wed Reception/ Thu Banquet Only	\$150	\$200	
Member – One Day ( <input type="checkbox"/> Wed or <input type="checkbox"/> Thur or <input type="checkbox"/> Fri)	\$310	\$330	
Non-Member – One Day ( <input type="checkbox"/> Wed or <input type="checkbox"/> Thur or <input type="checkbox"/> Fri)	\$410	\$430	
Mobile Workshop – Wednesday	\$50	\$50	
Attorney MCLE Credit (LAFCo counsel only)	\$50	\$50	
LAFCo 101 (no charge for those with full conf. registration. \$35 for those just attending this session.)	\$35	\$35	
<b>TOTAL REGISTRATION RATE DUE</b>			<b>\$</b>

**Please submit one form for each person registering**

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

NAME ON NAMETAG \_\_\_\_\_

LAFCO/ORGANIZATION \_\_\_\_\_ POSITION \_\_\_\_\_

GUEST NAME (For guest/spouse registration) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

PHONE # \_\_\_\_\_

**Payment must accompany registration. Early registration rate payments MUST be received by August 31, 2017 in order for that rate to apply. NO EXCEPTIONS.** Please make checks payable to "CALAFCO."

Mail completed forms and payment to:

**CALAFCO**  
1215 K Street, Suite 1650  
Sacramento, CA 95814

**Hotel Information:**  
***Bahia Hotel* Mission Bay, San Diego**

**ROOMS STARTING AT \$125 PER NIGHT. CUT-OFF DATE IS SEPTEMBER 22, 2017.** Special rate 3 days pre and post conference based on availability.

**TO MAKE HOTEL RESERVATIONS, PLEASE VISIT:** <http://bahiahotel.com/groups/CALAFCO/> or call 858-488-0551 and use promo code CALAFCO

#### CANCELLATION AND REFUND POLICY

1. Registrations are considered complete upon receipt of fees.
2. Cancellation requests made in writing and received by October 11, 2017 receive a 100% refund less \$20 handling fee and any transaction fees.
3. Credits are not issued for any cancellations.
4. Registration fees are transferable to another person not already registered provided the request is received in writing. Deadline to transfer registrations is October 13, 2017.
5. Registration fees for guests and special events are not transferable and are fully refundable (minus any transaction fees) if requests are made in writing and received by October 11, 2017 or if the special event is cancelled.
6. Cancellation requests must be made by e-mail, fax or mail to the CALAFCO office.
7. Cancellation requests made after October 11, 2017 are not eligible for a refund.





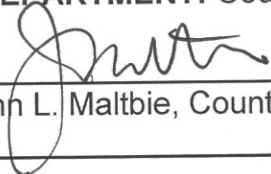
ADMINISTRATIVE MEMORANDUM  
COUNTY OF SAN MATEO

NUMBER: B-16

SUBJECT: County Travel Policy

RESPONSIBLE DEPARTMENT: County Manager

APPROVED:

  
\_\_\_\_\_  
John L. Maltbie, County Manager

DATE: April 2, 2013

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This memorandum replaces the prior Administrative Memorandum B-16 dated January 7, 1997, revising the County policy for travel. The County Travel Policy is intended to establish consistent, efficient, and effective guidelines for County employees and officials when traveling on County business.

**I. Purpose and Appropriateness of Travel**

Travel on County time and at County expense will be permitted for bona fide business reasons that will benefit the County. Travel for attending business conferences, services, and meetings will be permitted only if there is a clear benefit to the County and there is not a more cost effective means of getting the information disseminated at the conference.

**II. Reimbursement for Travel Expenses Within the County**

Reimbursement for expenses incurred while travelling on County business within the County limits is limited to transportation costs. Pursuant to County Ordinance 2.72.020 (a), the County will reimburse employees for travel in their own automobiles at the rate determined by the Internal Revenue Service. (See County Driving Policy located on the Intranet for further instructions and specifics) Whenever practical, County employees are encouraged to carpool or use public transportation for County related business travel within the County limits.

These restrictions are limited to travel related expenses and do not limit reimbursement for the actual costs of expenses reasonably incurred in the performance of official duties, such as business related meals within the County. However, reimbursement for business related meals requires Department Head approval.

**III. Reimbursement for Travel Expenses Outside the County**

Reimbursement for expenses incurred while travelling on County business outside County limits shall include:

- Meals (see section IV.e below for further restrictions)
- Lodging
- Transportation

- Incidentals (e.g. tips, baggage transfers)

Such expenses must be necessary and reasonable.

#### **IV. All Travel**

When traveling on County time and at County expense, employees should adhere to the following:

##### **a. Advance Planning**

Business travel should be planned in advance whenever possible to obtain the lowest possible rates. Reduced rates and fares can generally be obtained by booking in advance.

##### **b. Lodging**

Government and group rates offered by a provider of lodging services shall be used when available. If such rate is not available, the maximum reimbursement rate shall be limited to the Continental United States (CONUS) current rate as set forth in the Code of Federal Regulations or double the amount of the CONUS current rate for CONUS designated high cost of living metropolitan areas. If the lodging is in connection with a conference or organized educational activity, reimbursement for lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If such rate is not available, the maximum reimbursement rate shall be limited to double the amount of the CONUS current rate or the group rate, whichever is higher.

Current CONUS rates can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

##### **c. Air Transportation**

Employees shall use coach or economy classes of air travel accommodations.

##### **d. Ground Transportation**

Employees shall use the least expensive and most efficient form of ground transportation (including carpooling and public transportation). When driving, employees must familiarize themselves with the County's Driving Policy, available on the Intranet, and must adhere to the rules and regulations prescribed therein. Employees receiving a biweekly transportation allowance are not eligible to claim reimbursement for ground transportation travel expenses incurred within County of San Mateo and the City and County of San Francisco.

##### **e. Meals**

Reimbursements will only be provided for meals incurred for self during business travel when all of the following criteria are satisfied:

- The meal was purchased outside of the County limits;
- The cost of the meal was reasonable and not excessive; and
- The travel required an overnight stay.



These restrictions are limited to meals incurred for self as a result of travel away from the home area and do not limit reimbursement for the actual costs of expenses reasonably incurred in the performance of official duties, such as business related meals outside the County. However, business related meals require Department Head approval.

The maximum reimbursement for the actual cost of travel related meals for self (in conjunction with an overnight stay) will be limited to CONUS except that for CONUS designated high cost of living metropolitan areas the maximum reimbursement rate shall be limited to double the amount of the CONUS current rate.

**f. Weekend Travel**

Reimbursement for Saturday or Sunday travel will be made when adequate justification is provided on the employee expense reimbursement form.

**g. Out-of-State Travel**

All out-of-state travel for meetings and conferences must be approved by the Department Head.

**V. Advance Claims**

An advance claim for travel may be submitted if an employee needs moneys to defray out-of-pocket expenses up to a maximum of \$1,000. Such requests must be made at least 5 working days before travel is to commence. Receipts to support the use of such advances must be provided and accounted for on an employee expense reimbursement form.